



JOB POSTING

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Deputy Attorney General for Victim Services VICTIM SERVICES AND OUTREACH DIVISION

Responsibility:

By providing information, support, and assistance to victims of crime, the Office of the Attorney General's Victim Service and Outreach Division furthers the Indiana Constitution's guarantee that victims of crime are treated with fairness, respect and dignity. In guiding those efforts, the Deputy Attorney General for Victim Services coordinates the OAG's Address Confidentiality, and Hope Card Programs. The Administrator reports to the Assistant Attorney General, Chief Counsel for Victim Services and Outreach

Duties:

- Administer the Address Confidentiality Program (ACP)
 - Ensure compliance with the ACP statute
 - Manage the acceptance and removal of participants as appropriate
 - Prepare, coordinate, and conduct trainings on the ACP and Indiana's protective order statute and victim services issues such as domestic violence, sexual abuse and human trafficking
 - Manage confidential statistical database of participant information
 - Promote the ACP across the State
- Administer the Hope Card Program
 - Manage the acceptance of participants as appropriate
 - Coordinate the issuance of Hope Cards to participants
 - Promote the Hope Card Program across the State
- Stay informed of issues and legislative initiatives relating to victim service including domestic violence, sexual abuse and human trafficking.
- Participate in activities of various victim advocacy organizations
- Provide appropriate referrals for victims and ACP participants as appropriate
- Provide regular program reports to the Assistant Attorney General, Chief Counsel for Victim Services and Outreach
- Any other duties or special projects as assigned

Qualifications:

- Licensed to practice law in Indiana
- Experience in victim advocacy and knowledge of the criminal justice system
- Public speaking and training experience
- Acceptable background check and Indiana Driver's License in good standing
- Proficiency in Microsoft Office suite and ability to learn other software